



# WIRELESS COMMUNICATION FACILITY (WCF) SITE PLAN APPLICATION



**Submittal Deadline:** Submittals are accepted by appointment ONLY every Tuesday between the hours of 8 – 11 AM and 1 – 4 PM. Please contact Dennis Doty at (919) 560-4137, ext. 28252 or [dennis.doty@durhamnc.gov](mailto:dennis.doty@durhamnc.gov) to schedule an appointment. Level 1 plans may be submitted any day without an appointment to the Customer Service Counter or a member of the Development Review staff.

Tracking Information (Staff Only)		Case Number:	
Date rec'd:	Received by:	Case Planner:	Comments Due:
<b>Fee Calculation:</b> \$ _____ Base Fee + (\$25 per lot X _____ lots = \$ _____) and/ or + (\$25/ 1,000 sf X _____ = \$ _____) = \$ _____ Subtotal A + \$ _____ Floodplain Development Permit Fee = \$ _____ Subtotal B <b>Total Fee Required = \$ _____ Subtotal B + 4% Tech Surcharge (\$ _____) = \$ _____</b>			
Site Plan Information			
Site Plan Type: <input type="checkbox"/> Major SP <input type="checkbox"/> Level 4 SP <input type="checkbox"/> Level 3 SP <input type="checkbox"/> Level 2 SP <input type="checkbox"/> Level 1 SP			
WCF Project Type: <input type="checkbox"/> New Freestanding WCF <input type="checkbox"/> Height Addition to Freestanding WCF <input type="checkbox"/> New Collocation <input type="checkbox"/> Modify Existing Antennae <input type="checkbox"/> Expansion of Existing WCF Compound <input type="checkbox"/> Installation of a Generator			
Associated Form(s): <input type="checkbox"/> Waiver for Pending Development Plan/ Annexation <input type="checkbox"/> Floodplain Development Permit <input type="checkbox"/> No Practical Alternative Authorization (NPAA)			
Prior Site Plan Case #		Current Development Plan Case #	
Property Information			
PIN(s) :		PID(s):	
Site Address:			
Existing Zoning District(s):		Proposed Zoning District(s)-if associated with a zoning map change request:	
Watershed: <input type="checkbox"/> E-A <input type="checkbox"/> E-B <input type="checkbox"/> F/J-A <input type="checkbox"/> F/J-B <input type="checkbox"/> M/LR-A <input type="checkbox"/> M/LR-B <input type="checkbox"/> N/A			Tier:
Jurisdiction for Review: <input type="checkbox"/> City <input type="checkbox"/> County		River Basin: <input type="checkbox"/> Neuse <input type="checkbox"/> Cape Fear	Total Tract Acreage:
Other Overlays: <input type="checkbox"/> MTC <input type="checkbox"/> Historic District <input type="checkbox"/> Neighborhood Protection <input type="checkbox"/> Transitional Office <input type="checkbox"/> Airport			
Property Owner			
Name:		Organization:	
Address:		City, State, Zip:	
Phone:		E-mail:	
Project Summary			
Project Name:			
Area of Disturbance: <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.		Project Area: <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Building Area (sq. ft.):
Project Scope:			
Applicant (Primary Contact Person)			
Name:		Organization:	
Address:		City, State, Zip:	
Phone:		E-mail:	
Signature of Applicant (required):			



Durham City-County Planning Department

# WIRELESS COMMUNICATION FACILITY COLLOCATIONS

## Site Plan Checklist



### I. PROJECT NAME

Case Number (STAFF ONLY):

### II. SUBMITTAL INSTRUCTIONS

**Applicability:** Use this checklist for collocations, eligible facility requests, and the expansion of existing wireless communication facilities. For new towers, use the Level 4 site plan checklist.

**Submit To:** Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

**Submittal Deadline:**

- Site plans for modifications to existing collocations, new collocations, and eligible facility requests must be submitted no later than 4 PM on Tuesdays (*no appointment is necessary*) in order to be distributed for review by Friday of that week.
- Site plans that include additional impervious surface area and/or expansions to the existing tower compound are accepted by APPOINTMENT ONLY every Tuesday between the hours of 8:30 – 11:30 AM and 1:00 – 4:00 PM. Please contact Lee Davis at (919) 560-4137, ext. 28216 or [Lee.Davis@durhamnc.gov](mailto:Lee.Davis@durhamnc.gov) to schedule an appointment.

**Submittal Format:** Plans must be submitted to scale in a digital PDF format (scanned original plans in sequential order, with professional seal & signature), and paper copies of plans must be stapled and folded with a maximum sheet size of 24" x 36".

**Incomplete Submittal:** If a submittal is deemed incomplete for processing, the applicant will be notified by 5 PM the Thursday (*excluding weekends and holidays*) following the submittal, and the submittal will be returned to the applicant.

**For More Information:** Contact Alysia Bailey-Taylor, Planning Supervisor ([alysia.bailey-taylor@durhamnc.gov](mailto:alysia.bailey-taylor@durhamnc.gov)), or another member of the Development Review Team at (919) 560-4137.

### III. SUBMITTAL CONTENT

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Wireless Communication Facility (WCF) Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see fee schedule below)
3	<input type="checkbox"/> Paper copies of the Site Plan
1	<input type="checkbox"/> Digital copy of the Site Plan
1	<input type="checkbox"/> Sealed, signed letter from a Professional Engineer or Registered Landscape Architect explaining changes in impervious surface
1	<input type="checkbox"/> Documentation, sealed by a professional engineer with WCF expertise, certifying that the proposed equipment 1) meets all American National Standards Institute (ANSI) requirements and 2) meets all applicable building, structural, electrical, and safety codes
1	<input type="checkbox"/> Documentation that certifies the proposed equipment 1) will not cause radio frequency interference (RFI) and 2) acknowledges the procedures for addressing problems with RFI that is listed in UDO 5.3.3.N.3.
	<b>For collocations on or expansions to freestanding WCFs, submittals must also contain:</b>
1	<input type="checkbox"/> Proof of general liability insurance in the amount of at least \$1,000,000

### IV. FEE SCHEDULE (Effective July 1, 2016)

Level 1 (Collocation with no change to impervious surface area)	\$210 + 4% technology surcharge = \$218.40 total fee
Level 2 (Collocation with less than 200 SF of new impervious surface area & no change in stormwater management)	\$500 + 4% technology surcharge = \$520 total fee
Level 3 (Collocation with more than 200 SF of new impervious surface area & no change in stormwater management)	\$1000 + 4% technology surcharge = \$1040 total fee

**V. OTHER CONCURRENT SUBMITTALS**

Site plans will not be processed beyond first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Board of Adjustment (Minor Use Permits or Variances)	Jacob Wiggins, Planner (jacob.wiggins@durhamnc.gov)
Historic Preservation Commission (Within Historic Districts)	Karla Rosenberg, Planner (karla.rosenberg@durhamnc.gov)
Floodplain Development Permit (Development within the floodplain )	Danny Cultra, Senior Planner (danny.cultra@durhamnc.gov)

**VI. CHECKLIST #1: Modifications to existing collocations, new collocations and eligible facility requests without tower compound expansion or an addition to tower height**

Provide the following information when exchanging old antennas for new antennas, or proposing collocations that qualify as an "eligible facility request" (per the Federal Communications Commission (FCC) definition). This does not include any wireless communication facility modification that increases the amount of impervious surface area on site or expands the footprint of the tower compound at the base of the WCF. (Per Unified Development Ordinance (UDO) Section 5.3.3.N)

**Cover Sheet**

- ☐ Project name
- ☐ Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks.
- ☐ Parcel Address for each property associated with proposed development activity
- ☐ Site data table (*List the Parcel Identification Number(s), Zoning District(s), Jurisdiction, Overlay Districts, Development Tier, FIRM Panel Number & Effective Date, River Basin*)
- ☐ Contact information for the property owner, the applicant, and all consultants
- ☐ Stamping area (lower right corner; SP ~ 4" x 4")
- ☐ Special Conditions of Approval box (as applicable)
- ☐ Applicable Standard Notes

**Site Drawings (*Note: drawings should be to a measureable scale*)**

- ☐ Property boundary with north arrow and graphic scale
- ☐ Property lines of adjacent properties
- ☐ Land use (of site and adjacent properties) within 50 feet of property
- ☐ Setbacks/build-to lines
- ☐ Natural features & required environmental buffers (UDO Article 8)
- ☐ Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date)
- ☐ Existing buildings and/or structures on the property
- ☐ Footprint of the existing WCF compound
- ☐ Lease area for WCF compound
- ☐ Proposed changes inside the WCF compound (if any)

**Tower/Building Elevations**

- ☐ Existing conditions (building and/or tower elevation, with ground and roof height labeled)
- ☐ Existing WCF equipment (clearly marked with height labeled)
- ☐ Proposed changes to building/tower (clearly marked with height labeled)
- ☐ Proposed equipment (clearly marked with height labeled)

## VII. CHECKLIST #2: Modifications to wireless communication facilities that include an addition in impervious surface area, expansion to a tower compound, or increasing the tower height.

Provide the following information for proposed changes to WCFs that include an expansion to the fenced compound area or an addition to tower height but do not qualify as an "eligible facility request" per the FCC's definition (Per UDO Sections 3.7 & 5.3.3.N)

### Cover Sheet

- ☐ Project name
- ☐ Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks.
- ☐ Parcel Address for each property associated with proposed development activity
- ☐ Site data table (*List the Parcel Identification Number(s), Zoning District(s), Jurisdiction, Overlay Districts, Development Tier, FIRM Panel Number & Effective Date, River Basin*)
- ☐ Contact information for the property owner, the applicant, and all consultants
- ☐ Stamping area (lower right corner; SP ~ 4" x 4")
- ☐ Special Conditions of Approval box (as applicable)
- ☐ Applicable Standard Notes

### Existing Conditions (*Note: drawings should be to a measureable scale*)

- ☐ Property boundary with north arrow and graphic scale
- ☐ Property lines of adjacent properties
- ☐ Land use (of site and adjacent properties) within 50 feet of property
- ☐ Setbacks/build-to lines
- ☐ Natural features & required environmental buffers (UDO Sec 8)
- ☐ Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date)
- ☐ Existing buildings and/or structures on the property
- ☐ Lease area for WCF compound
- ☐ Footprint of the existing WCF compound

### Proposed Conditions (*Note: drawings should be to a measureable scale*)

- ☐ Base information from Existing Conditions to remain (clearly distinguish between existing and proposed conditions)
- ☐ Proposed compound area
- ☐ Proposed equipment

### Tower/Building Elevations as applicable (*UDO Section 5.3.3.N*)

- ☐ Existing conditions (building and/or tower, with ground and roof height labeled)
- ☐ Existing WCF equipment (clearly marked with height labeled)
- ☐ Proposed changes to building/tower (clearly marked with height labeled)
- ☐ Proposed equipment (clearly marked with height labeled)

### Landscape Plan (*UDO Section 5.3.3.N, Section 8.3 & Article 9*)

- ☐ Project boundary buffers (drawn, labeled, and dimensioned)
- ☐ Existing vegetation to remain (with root protection zones shown)
- ☐ Tree protection fencing location & detail
- ☐ Proposed landscaping (meeting minimum size and species mixing requirements)
- ☐ Plant list (keyed to plan and showing what requirement each plant will fulfill)
- ☐ Planting details (for trees, shrubs, and groundcover) (per the Landscape Manual)
- ☐ Fences, walls, and/or berms (with height and details, per UDO Sec 5.3.3.N.4 & UDO Sec 9.9)

## VIII. CHECKLIST #3: New Wireless Communication Facilities should follow the checklist for a Level 4 site plan